

City Manager

Monthly Report for May 2015

- We continue working with Flint Hills and Cheniere for possible 380 or 312 Agreements and working through those details to eventually bring to Council for review.
- We will be discussing the Annexation of Flint Hills and Kiewit during the budget process.
- There were no opportunities from the Governor's Office this month. We did meet with individuals at ICSC and at Eagleford Consortium regarding investing in Ingleside
- Meeting regularly with Engineers, TxDOT, Judge Simpson and Cheniere regarding SH-200. We have just been made aware of additional Notices and Requirements necessary for the process and we will begin those during the month of June.
- Continue work with JJ Johnston regarding Commercial/Industrial/Housing/Maufacturing ED. Planning a trip to China and possibly Tiawan.
- The combined water levels as of 06/04/15 are at 54.8%.
- TxDOT's contractor will be presenting to Council on a monthly basis to keep the City and the Public informed.
- The Sarens company that will be moving Super Loads through Ingleside in June provided a presentation to the Council and Public in May. We will meet with them again as we get closer to their first date.
- Interviewed and hired a new Finance Director.
- Attended the US/Mexico Oil/Gas Export Conference May 8, 2015 and the ICSC Conference May 17-20, 2015.

City Secretary/Human Resources

Monthly Report for May 2015

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 5 requests documented

Employment Applications: Received 16 applications

TABC Permits: 1

Vehicle Tags: 2 tag changes and 8 with insurance change

Workers' Comp./Liability Claims: 4


Report a Concern: 5

Other:

- * Assisted with day-to-day items in Finance including but not limited to 5 regular transfers, 4 ad valorem transfers, and bank reconciliations.
- * Assisted 7 employees with benefits questions/communications with the TML-IEBP inquiries, 0 employee with TMRS items, 2 FMLA processes, and 0 AFLAC billing/benefit issues. As we completed the open enrollment process, it was another challenging year to meet all of the new insurance requirements and we expect even more next year.
- * Performed 11 new hire orientations, 0 internal transfers, 2 exit interviews, and reminded Managers of two 6-month evaluations. We completed 0 verifications for employment.
- * Worked with 6 community service individuals for a total of 68 hours.
- * The revised Website is live and we are working on a few pages to tweak. And the staff is learning how to post things to the new website.
- * Held May 9, 2015 Election and prepared the election results. Setting up new emails and information for the new Council Members.
- * Attended the ICSC Conference May 17-20, 2015. Attended and spoke as a presenter at the Eagleford Conference May 27-29, 2015.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez 

Date: 06/02/2015

Re: April 2015 Monthly Report

Below, you will find Utility Department monthly statistical information for April 2015.

Number of Deposits – 42

Number of Opened Accounts – 63

Number of Closed Accounts – 61

Number of Disconnect Notices Mailed – 795

Total Late Fees Billed - \$7,001.09

Number of Utility Bills Mailed – 3,107

Total Water Consumption Billed – 23,041,100 Gallons

Total Water Billing Amount – \$183,786.98

Total Sewer Billing Amount - \$122,731.06

Number of Utility Payments Received – 2,586

Total Amount of Utility Payments Received - \$315,983.72

If you have any questions, please let me know.

Code Enforcement report for May 2015

Completed 99 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – Post on Property</u>	
Weeds	21	Weeds	2
Rubbish	13	Rubbish	2
Junk Vehicle	8	Unsafe Structure	3
Tree Trim	1		
No Permit:		<u>Non-Compliant – Issue Work Order</u>	
Building	2	Weeds	13
Plumbing	2	Rubbish	5
Electrical	1	Junk Vehicle	1
Excavation	2	Tree Trim	3
Zoning:		Secure Unsafe Structure	1
Rv in R1	2		
C2 in R1	1	<u>Repeat Offender – File Complaint</u>	
Dilapidated Fence	1	Weeds	3
Handicap Parking requirement	1		
		Total Re-inspects:	99
			===

Partially compliant – extension granted

Weeds	5
Rubbish	4
Junk Vehicle	2

Identified 37 properties with violations to include the following:

Weeds	25
Rubbish	3
Junk Vehicles	3
No permit:	
Building	2
Plumbing	1
Electrical	1
Sewer overflow/leak	1
Tree trim	3
Unsafe Structure	4
RV in R1	1
Total Violations	44
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- 1) Assisted the Building Department at the front desk, phones, meeting with citizens, schedule inspections, issue permits, research property owner and Zoning information for citizens, oversee Planning and Zoning issues;
- 2) Attended the CBCOG meeting in Corpus Christi on Wednesday, May 20, 2015;
- 3) Attended the City Council Meeting of May 26, 2015 to present Unsafe Structure at 2730 Houghton. The Demo order was published in the Herald on June 4, 2015. Demolition cannot be executed until the expiration of 30 days from publication;
- 4) Meet with the property owner of the tract of land adjacent to Whitney Lake to acquire a drainage easement to alleviate flooding on properties fronting Ave A, and several phone conferences;
- 5) Assist Public Works in compiling a list for the San Patricio County Drainage District to do maintenance and repair on drainage within the City limits, forwarded list to SPCDD.

Any questions please feel free to contact me,

Carey Dietrich
Code Enforcement

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Librarian's Report

April 2015

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Gathered all the stats data needed to begin the annual report (April 6)
- Began to work on annual report week of April 6
- Staff meeting (April 9)
- Book order (April 10)
- Attended TLA the week of April 13
- Out Sick (April 20)
- Continued to work on annual report after I returned from TLA
- Attended pre-enrollment for insurance at city hall (April 23)
- Celebrated National Library Week (April 23)
- Attended Emergency Management meeting (April 24)
- Proctored exam (April 30)
- Completed and submitted annual report (April 30)
- Notarized as needed

- **Children's Program: 252**

Meeting Room used by:

Woman's Club
5 & under

Mr. Kippy
After School Program

Juniorettes
ESL Classes

Friends Group

Meeting room total: 216

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Librarian's Report

May 2015

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted as needed at circulation desk and opened and closed when needed
- Put together the library budget for next fiscal year week of 4th
- Attended the Hurricane Conference in Robstown
- Proctored exam (May5)
- Assisted with Friends fundraiser at "Movie in the Park" (May 9)
- Attended Chamber board meeting (May 11)
- Proctored exam (May11)
- Assisted Isabel with last day of "After School Program" ending party (May 12)
- Met with Christine from Moose Lodge assisting with summer reading program (May 14)
- Met with Paula about upcoming Friends group meeting updating records (May14)
- Attended meeting with SPCALC in Corpus Christi, Tx (May 19)
- Proctored exam (May20)
- Attended Friends meeting (May 21)
- Attended Library Board meeting (May 26)
- Attended ICS 300 in Rockport (May 27-29)
- This month staff was out a lot due to personal situations and health issues so very short staffed so my time was spent working the circulation desk and assisting patrons more than usual.

- **Children's Program: 272**

Meeting Room used by:

Woman's Club
5 & under
TCYSL

Mr. Kippy
After School Program

Juniorettes
Garden Club

Gaming
Friends Group

Meeting room total: 359



Cumulative Statistics FY 2014-2015

[illegible]

**MAY 2015 Monthly Report
Building Dept.**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	11	\$1,705.00	\$325,200.00
Electrical	16	\$1,235.00	\$47,176.00
Plumbing	15	\$917.75	\$21,811.00
Mechanical	10	\$620.00	\$37,613.00
Roof	5	\$455.00	\$40,986.00
Fence	9	\$800.00	\$9,515.80
Excavation	3	\$320.00	\$1,200.00
Sign	2	\$120.00	\$3,000.00
Certificate of Occupancy	1	\$70.00	\$0.00
Flatwork	4	\$140.00	\$37,647.00
Tree Removal	2	\$70.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Water Well	0	\$0.00	\$0.00
Demolition	1	\$150.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Totals	79	\$6,602.75	\$524,148.80

Impact Fees Collected: \$0.00

Certificate's of Occupancy:

Commercial: 1 2527 HWY 361 UNIT D - MAIN STREET PET GROOMING
(BEHIND CENTURY 21)

Residential:

Inspections Performed: 573 (Average is between 95-115 a month)
This month we closed over 450 open permits from 2009-2014

JOHN DAVIS, BUILDING OFFICIAL

1. Attended the Planning & Zoning Meeting of May 4th
2. Attended the City Council meetings of May 12th and May 26th
3. Meetings in the field and in the office with citizens and potential developers
4. Researched property owner and Zoning information for citizens
5. Oversee Planning and Zoning issues and meetings
6. Attended the Hurricane Conference May 5th & May 6th

CASSANDRA DUVALL, ADMIN. ASSISTANT

1. Prepared & Processed documentation for 1 Public Hearing for May 4th meeting
2. Mailed Notices of Public Hearing to property owners
3. Attended the Planning & Zoning meeting of May 4th
4. Working on finalizing open permits that should be closed.



TO: Jim Gray, City Manager

FROM: Donald Paty, Director of Public Works

DATE: May 29, 2015

REF: May 2015 Public Works Activity Report

DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	Various locations	Pull monthly water samples and take to lab in CC, TX
	All meter routes	Read meters
	Gussie, Hackberry, Pen Oak	Line locates for contractor
	6th Street at Avenue B & Avenue C	Repair 1" water line
	Amarillo St.	Install new fire hydrant
	North Street	Repair water line
	Avenue B	Repair 6" sewer line and repair two sewer taps
	2769 Main Street	Replace 2" pvc T, repair 2" water line, repair 3" transite water line
	3119 - 3120 Hackberry	Make 2 water taps
	2639 Avenue G - 2640 Avenue F	Replace 4 ft. section of 6" sewer line
	Gussie & East Street	Repair sewer line
	2623 Avenue F	Repair 2" water line
	2686 Main St. & 4th St.	Repair sewer line
	2494 Avenue D & 2480 Avenue C	Replace 8 ft. section of sewer pipe
	Ingleside Housing Authority	Install new water meters
	Avenue A	Repair cave in
	2230 - 2244 Tiner Lane	Replace 20 ft. section of water line
	2645 Avenue F	Repair cave in
	Various locations	Assist Drainage department with clearing drainage areas throughout town
	Various locations	Assist Wastewater department in trying to locate infiltration sources
WASTEWATER	City Yard	Vehicle maintenance and repair
	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	CC, TX	Take weekly samples to lab
	Tiner Lane	Remove cooler from pond
	2578 Avenue C	Respond to sewer service request, problem on residential side
	2825 Honeysuckle Lane	Respond to sewer service request, plugged at main, cleared
	Hargus & Munson in alley	Repair manhole
	2143 Morgan Lane	Repair cleanout on city side
	Hargus & First street	Repair cleanout on city side
	4th Street Stripes Store	Assist Water Dept. with line repair
	2453 Tallow Trail	Respond to request for service, no back up found, they have a huge hole on their side of line
	3080 Lenore	Respond to request for service, main is clean, problem on residential side of line
	Oak Park & Poinsettia	Discovered that broken cleanout and sinkhole at 2463 Poinsettia contributing to the flooding infiltration at the manhole, assist resident and plumber with correcting situation
	4th Street lift station	Pull #1 pump, full of debris, lift station full of sand, flushed out with sewer machine
	2645 Avenue F	Found cave in, marked with cones & barricades, called in line locate for underground utilities
	2645 Avenue F	Jet out the line for repair assist with repairs and fill in
	Thai Café, Main Street	Respond to sewer service request, line clear on city side
	San Angelo	Meet with Fox Construction on cave in repairs
	Various locations	Work with water department on repairs
	Various locations	Assist drainage department, cleaning culverts with Vac truck
PARKS & FACILITIES	Various locations	Trying to locate infiltration sources and clearing debris from manholes throughout town
	4th Street, 12th Street, Humble, Taft St.	Weeding lift stations
	Office	Work with Water department on new sampling criteria and paperwork
	WWTP	Vehicle and equipment maintenance
	All City Parks	Clean restrooms, empty trash
	Live Oak Park	Mowing
	Live Oak Park	Delivery, set up, take down stages, barricades, ticket booths for event in Park
	Simmons Park	Mowing and weeding



	Simmons Park	Delivery, set up, take down stages, barricades, ticket booths for event in Park
	Humble Center	Replace roof tiles and recaulk outside area where leaking
	Chamber of Commerce	Check water damage
	Cove Park, Senior Citizen Center,	Mow & trim trees
	Whitney Lake	
	City Buildings	Change ac filters
	Library	Remove helicopter from roof
	Police Department	Re-glue the E and D on the building, affix with tape to hold until glue cures
	Police Department	Mowing
	Garden Center	Unclog mop sink, replace air fresheners
	Various locations	Hanging Memorial Day banners
	Various locations	Taking down banners and brackets on poles that are being removed by Verizon
	City Swimming Pool	Clean up and repair of pool, preparing for opening
	Various locations	Assist Drainage Dept. with checking and clearing drains, ditches and culverts
STREETS & DRAINAGE		
	Brush Routes 1A - 4A	Pick up brush
	Various locations	Respond to requests for service in clearing drainage ditches and culverts through town
	Various locations	Respond to requests for service in filling sink holes caused by excess rain
	Various locations	Mow and weed drainage areas and r-o-w's
	Various locations	Patching potholes
	Various locations	Replacing missing street name signs
	Lover's Lane alley	pick up dumped debris and mow area
	City Yard	Vehicle & equipment maintenance
RK		

May 2015

Parks and Recreation Programs/Events Report

Humble Station Youth Center

The Humble Youth Center's After-School Program is in progress. The total for this month is 9 children enrolled.

The daily morning exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

Yoga classes are being held twice a week.

For the month of May 2015, the Center was rented out 21 times by exempt non-profits, 1 pay non-profits, and 5 private pay rentals.

Hildegard Schmidt Garden Center

For the month of April 2015, the Hildegard Schmidt Garden Center was rented out 7 times by exempt non-profits, 0 pay non-profits, and 7 private pay rentals.

Ingleside Senior Center

The Ingleside Senior Center has an average of 30 members a day attending the center.

This month the members enjoyed a Mother's Day Party.

N.O. Simmons Park

The Parks and Rec Department held their Annual Hometown Pride Day with a Movie in the Park to follow. In addition, a Kids 1 Mile Fun Run was held using the walking trail.

Parks and Recreation Misc.

The Parks and Rec Department are preparing for their summer programs.

INGLESIDE POLICE DEPARTMENT

MONTHLY STATISTICS REPORT: May 2015

Prepared by Captain Paula Belville

A. Communications

2,739 Calls for Service

B. Uniformed Patrol

1. 79 Reports prepared
2. 37 Adult Arrests
3. 17 Traffic Accidents Investigated
4. 492 Traffic Contacts
5. 00 Juvenile Arrests
6. 00 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 37 Offenses Reported
2. 00 Unfounded, false or baseless
3. 13 cases were cleared by arrest or exceptional means
4. 00 cases were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 62 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$60,170 in stolen property
2. \$9500 recovered

Cased filed with District Attorney/County Attorney's Office

1. 13 cases were filed with County Attorney's Office.
2. 03 cases were filed with District Attorney's Office.
3. 00 cases were filed with Juvenile Probation Department.

Court Appearances Cases Assigned

1. Investigators spent 00 days in court appearances.
2. 46 cases have been assigned to Detectives

Narcotics Seized:

1. Marijuana: 2.5 grams
2. Marijuana plants: 0
3. Pharmaceutical Pills: 24
4. Cocaine: 0
5. Crack Cocaine: 0
6. Heroin: 0
7. Methamphetamine: 2.6
8. Synthetic drugs: 10.4

Seizures (pending court disposition) : Apple iPod, Sony personal computer, Samsung security video system, thumb drive, over 1700 items of drug paraphernalia, , surveillance equipment and \$632.00.

Ingleside Animal Control
Monthly Report
May 2015

Present Population	Cats: 19 Dogs:19
County	Cats: 6 Dogs:4
Animals Impounded	Cats:22 Dogs:24 1
Returned to Owner	Cats: 0 Dogs:14
Adopted Out	Cats: 2 Dogs:0
Released to Rescue	Cats:0 Dogs:0
Put To Sleep/	Cats:18 Dogs:19
Warning Citations	Z. Camden-0 G. Oestreich -0
Court Summons	Z. Camden-0 G. Oestreich-0
Calls For Service	93

Preparer's Signature: Z.Camden/G.Oestreich

Date: May 31, 2015

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